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# DYMOCK PARISH COUNCIL

## Minutes of the Parish Council Meeting held on
## Tuesday 11th June, 7.30pm at Dymock Parish Hall

**Present:** Cllrs Tony Eagle (in the Chair); I Bruce; N Fairburn; G Kilmurray; B Rose; T Blandford; J George

**In attendance:** Clerk – Rachel Freestone
Footpath Officer – Jackie Tweedale

**Public:** 12

1. **To receive and accept apologies for absence.**
Apologies were received and accepted from County Councillor Gill Moseley.

2. **To receive any declarations of interest or written applications for dispensation from Councillors on agenda items.**
Cllr Eagle declared a pecuniary interest with regards to Agenda Item 10a, planning application Constables House.

3. **Public Participation:**
A member of the public questioned whether an official record is being maintained for commemoration events and if not could it be considered? The Parish Council do not maintain any other formal records than the minutes but will investigate how other parishes record all their Village Events.

4. **Reports:**

**a.** Members received a report from County Councillor Gill Moseley. **It was RESOLVED:** to publish the report on the website following the General Election due to Purdah rules.

**b.** Members received a report from District Councillor Gill Kilmurray.
The Forest of Dean Local Development Plan for 2026-41 is at Regulation 18 with a public consultation. The plan does mention Dymock and she urged parishioners to read it and comment. There will be a drop-in session on the 16th July in Newent to look at the Plan, there is also a link on the FoDDC website. She added that there are 645 new houses proposed for Newent with little thought to the infrastructure which would be considered by County Council. Members were informed of the Rivers Trust website which shows levels of discharge into our rivers. **It was RESOLVED:** to put link to the Rivers Trust on the parish councils website.

5. **Minutes:** Members considered the minutes of the Parish Council Annual Meeting held on the 14th May 2024. **It was RESOLVED:** to approve the minutes as a true record of the meeting. They were duly signed by the Chairman.
Cllr Fairburn requested to update members on planning matters arising. The Chair agreed.
Roseland Farm – an enforcement order will be issued.
Mother Farm – a further retrospective planning application received after the Agenda for a lean-to requires a response by the 28th June. **It was RESOLVED:** Cllr Fairburn to draft an additional letter of objection to be agreed by members and forwarded to FoDDC under the Clerks delegated powers.

6. **Policies (previously circulated):**

**a.** Financial Regulations. **It was RESOLVED:** to approve the financial regulations following the amendments highlighted in red on the draft copy.

**b.** Reserves Policy. **It was RESOLVED:** to approve the policy with consideration to reserves for all other assets to be made prior to the next budget.

**c.** Continuity Plan: Councillor Bruce asked members to consider a continuity plan should the Clerk become incapacitated. He suggested a second portable hard drive to be updated before meetings and retained by a councillor. A member suggested the cloud? He added that for financial continuity should the need arise that a cheque book and paying in book be held securely by a councillor.

**d.** **It was RESOLVED:** Cllr Bruce to securely hold a paying in book and cheque book which will be presented at full meetings for checking. Cllr Kilmurray to explore the cloud.

**7. Neighbourhood Development Plan:**

**a.** Members noted that the Independent Examiners comments have been received.

**b**. Members considered the examiner's report and proposed modifications (circulated previously). **It was RESOLVED:** to approve with no objections the changes and confirm that members are aware that the Dymock NDP, as amended by the examiner, is being recommended for referendum.

Cllr Fairburn added that the referendum is likely to take place in the Autumn. He thanked all who have worked on the NDP.

**c.** Members considered a Community Event on Saturday 13th July to encourage involvement with the Community Action Plan. Cllr Fairburn recommended that it be moved to Saturday 28th September due to summer holidays and promotion of the event with it hoped to be held at Ann Cam School. The event would focus on the areas and ideas raised from the NDP, to garner support from the community with direction and support from the parish council on how to develop them. To include: broadband, sports facilities, 7 day shop, coffee shop etc.

**d.** To consider any other matters arising from the NDP Working Group:

There was none.

**7. Beauchamp Arms:**

**a.** Rent Review due June 24. **It was RESOLVED:** a closed extra meeting to be held prior to the full ordinary meeting on the 16th July as this is a confidential item.

**b.** Members considered the quote received from Greenman for the leak to the toilet. **It was RESOLVED**: to approve the quote and the Clerk to authorise Greenman to complete the work.

Members noted that there has been no inspection of the living accommodation since the tenant moved in. It was inspected for fire and safety in December 2023 but a Schedule for Dilapidation has not been completed. The schedule needs to be completed and added as an addendum to the contract. **It was RESOLVED:** the Beauchamp Arms Working Group to arrange completion of the Schedule for Dilapidation prior to the end of September 2024.

**c**. Members notes that the agreed maintenance work has been completed on the boiler, fixed wire electrics and emergency lighting. The fire alarm is ongoing. A quote is still required for the Emergency Doors.

**d.** Members considered an annual external Fire, Health and Safety audit of the Beauchamp Arms to be funded from the Beauchamp Arms Income. **It was RESOLVED:** to approve an annual audit.

**e.** Members considered the advice received from GAPTC (previously circulated) regarding the resolution to view the Beauchamp Arms Accounts on the 14th May 2024 item 15b. **It was RESOLVED:** To acknowledge this is private information and no longer required prior to the rent review.

**f.** Members noted the letter received from the tenant of the Beauchamp Arms to confirm that their Health and Safety obligations. **It was RESOLVED:** the Clerk to note receipt of the letter.

A member added that the stairs to the loft are very steep with no handrails which is deemed to be unsafe, they need addressing. **It was RESOLVED:** to add this item to the schedule of work to be completed at the Beauchamp Arms and rate the priority.

**g.** Members received a report from the FOBA representative. The two areas of focus for investment are the stretch tent and the removal of the internal wall. Two quotes have been obtained for the internal work to date ranging from £9300 to £11229 excluding the making good and decoration. A structural survey is required which is expected to be completed in the next two months with the costs covered by the tenant. Both projects have been paused until the results are received for the structural survey.

A member added that the condition of the roof takes priority and needs completing this summer, three quotes are being obtained for the roof.

**9. Common Land/Assets:**

**a**. Members noted that the play equipment inspection for May had not been completed. Verbal complaints have been received regarding the state of the play equipment as it is dirty. The table tennis table has been removed. **It was RESOLVED:** Cllr Fairburn to jet wash the equipment following his holiday.

**b**. Members noted that the tree inspection at the Parish Hall will be completed on the 2nd July for no charge to the Parish Council.

**c.** Members noted that the Parish Clock has stopped. Smiths of Derby have been informed with the technical team scheduled to attend in the next couple of weeks. The clock is under warranty but if found to be ladybirds there will be a call out charge. **It was RESOLVED**: to request John Shaw look for ladybirds and clean the clock mechanism prior to the engineer visit.

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**10. Planning:**

**a.** Members commented on Planning Applications for Determination by the Forest of Dean District Council:
20.17 Cllr Eagle left the room.
- P0564/24/FUL Constables House, Kempley Road, Dymock. Erection of a single storey garage.

**It was RESOLVED:** SUPPORT the application.
20.20 Cllr Eagle returned to the room.
- P0600/24/FUL Sparepenny Cottage, Ledbury Road, Dymock. Installation of 2 garden pods for use as short term holiday lets. **It was RESOLVED:** SUPPORT the application

**b.** Members noted that there was no Planning Responses Submitted between Meetings under Devolved Powers.

**c.** Members noted Planning Decisions made by Forest of Dean District Council:
- P0267/24/FUL 13 The Crypt, Dymock. REFUSED.

**d.** Members considered the Planning Appeal P1305/23/FUL Horseshoe Inn House, Brooms Green. Change of Use from Bed and Breakfast to residential use. Written representations to be received by the 3rd July 2024. **It was RESOLVED:** a letter of support for the change of use to be sent.

**e.** Members considered the request from St. Mary's Church to support as 'desirable for the Parish' a change of use of land at Maypole Farm to extend the Churchyard. **It was RESOLVED:** to Support the application in principle.

**f.** Members considered any other matters arising from the planning working group. Addressed in Agenda item 5.

**11. Environment and Conservation:**

**a**. Members received a report on the Beauchamps Bank Reflowering from Cllr Rose. Need to once again build momentum following the excellent work to clear the area. Need to establish another working group party with jobs including removing the brambles and nettles from the roots. A member commented that the area is overgrown, do we leave it as it is or can it be mown? **It was RESOLVED:** to inform Greenfields to mow the area apart from where the pots are and for the Clerk to book the Parish Hall for a Biodiversity working group meeting.

**b.** There was no further matters arising.

**12. Highways/Footpaths:**

**a.** The Footpaths Officer, Jackie Tweedale reported that there is a new Footpaths Officer at GCC for this area, Will Saunder. The gate opposite the Beauchamp Arms has been replaced and repaired following the accident with GCC dealing with the claim. She will be leading a walk, taking clippers to clear the overgrown stiles as permitted to do this. Two volunteers have come forward to help with some of the walks.

**b.** Cllr Bruce updated members on action undertaken following comments received from a resident regarding the speed of traffic through Greenway. He has spoken with David Holland, Road Safety at Gloucester Constabulary who confirmed only one accident in the area in 5 years. Highways can only work with data to action changes including speed reductions. David Holland has agreed to attach a box to a post at Greenway to record speed and the amount of traffic. Residents in the area can create their own Speedwatch Group.

**c.** Cllr Bruce informed members that the free Auto Speedwatch camera was due to be delivered the following week and will be installed in Brooms Green. Members noted that the parish council needs to purchase a camera and a bracket to affix it to the lamppost in Dymock Village,costs to be provided at the next meeting. A member of the public commented that the area near the little bridge over the river on the Ledbury Road is very overgrown currently with no road warning to say it narrows.

**d.** Cllr Bruce informed members that the Structural team at GCC had responded that the Railway Bridge on the Kempley Road had been inspected in March 2024 with no further deterioration reported. They confirmed that it is inspected every 3 months.

**e.** Members considered the 20's Plenty Campaign and did not consider it applicable to the parish.

**f.** Members considered and rejected the request from Kempley Parish Council to borrow the radar.

**13. Finance:**

**a.** Members noted and checked the Bank Reconciliation to 31st May 2024. **It was RESOLVED:** the bank reconciliation, bank statements and invoices checked and signed as a true record by a non-bank signatory Councillor.

**b.** Members noted the Bank Statement balances to 31st May 2024.
**c.** Members noted the VAT return and £502.10 refund for the period 01.02.24-30.04.24.
**d.** Members noted the Insurance Claim payment for the damage to the table tennis table of £707.50.
**e.** **It was RESOLVED:** to adopt the use of BACS as principal form of payment/receipt.
**f.** **It was RESOLVED:** to approve the following invoices for payment:

- Gareth Kemp £140.00
- Dymock Parish Hall £125.00
- Greenman Emergency Lighting BA Quote 4259 £532.35 Net/£638.32 Gross
- Greenman Boiler BA Quote 4069 £348.69 Net/£418.43 Gross
- GAPTC VAT training Clerk £30.00

The Clerk requested permission to add GAPTC Annual Subscription invoice and Greenman Invoice for electrical work and credit note from Severn Trent if possible. **It was RESOLVED:** to approve the following invoices for payment:

- GAPTC Annual Subscription £327.90
- Greenman Fixed Wire Test Quote 4273 £1610.66 Net/£1932.79 Gross
- Greenman Credit Note Severn Trent Water Leak -£1449.24 Net/£1739.09 Gross

**g.** **It was RESOLVED:** to ratify the following payments made between meetings:

- Clerk Salary April As per contract
- Clerk Pension – NEST £48.60
- Gloucestershire Playing Field Assoc Membership £50.00
- PWLB Loans £2108.22

**h.** Members NOTED the income received:

- Beauchamp Arms Rent £1666.67 Net/£2000 Gross
- HMRC VAT refund £502.10
- Aviva Insurance Claim £707.50
- War Memorial Donation £75
- War Memorial Donation £70

**i.** Members NOTED the following virement made between meetings:

- 02.05.24 DPC Current to Instant Access £13565

**14.Training:**
**a**. Members considered the Clerks request for website training. **It was RESOLVED:** to approve the quote for 2 hours training £116 to enable to create new pages and agree actions.
**b.** Members noted that no further training had been undertaken. Cllr Rose to consider GAPTC new councillor training.

**15. Correspondence:**
**a**. Members noted the receipt of a Code of Conduct Complaint which is being investigated by the Monitoring Officer at FoDDC. The Clerk informed members that the monitoring officer had recently left FoDDC and warned of a possible delay to the enquiry.

**16. To consider items for the next meeting:**
To include: Antisocial Behaviour at Western Way.
Cllr Bruce thanked those who attended the events last weekend, they had raised in excess of £400 for each cause.

**17. Next Meeting:** It was NOTED that the next full meeting of Dymock Parish Council will be held on the 16th July at 7.30pm in the Parish Hall. An Extra Meeting Closed to the public will be held on the same evening from 6pm.

**Signed**……*T Eagle*…….. **Date:**…*16.07.2024*……
**Chairman**

**The Meeting closed at 9.05pm**